



**UNITED STATES MARINE CORPS**  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5043

BnO 3574.2D  
B 07-3  
21 Aug 02

BATTALION ORDER 3574.2D

From: Commanding officer  
To: Distribution List

Subj: MARKSMANSHIP TRAINING

Ref: (a) MCO 3574.2J  
(b) MCCDO 3574.1A  
(c) MCBUL 3574

1. Situation. To establish procedures for marksmanship training within this Organization.

2. Cancellation. BnO 3574.2C

3. Mission. Reference (a) establishes policy pertaining to marksmanship training of Marines. Reference (b) establishes procedures for marksmanship training aboard MCB. Reference (c) established guidelines for marksmanship training throughout the Marine Corps.

4. Execution

a. All Marines assigned to rifle range details will report to S-3 range liaison in the Battalion classroom at 0900 the Thursday or Friday prior to the Rifle Range detail for weapons issue and range brief.

b. The Battalion Armory will be open at 0500 on each day of a range detail to issue weapons. A NAVMC 10520 form signed by the individual's company commander/executive officer, and ID card, will be required for daily drawing of an individual's weapon.

c. All Marines assigned to rifle range details will muster to the S-3 Range Liaison in the Battalion classroom at 1100 on the first training day (Wednesday).

d. All Marines assigned to pistol range details will report to the S-3 Range Liaison in the Battalion classroom at 0900 the Thursday or Friday prior to the Pistol Range detail for weapons issue and range brief.

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e. Pistols will be transported to and from the range each day by the Battalion Armorer. All personnel assigned to a pistol detail will draw their weapons and turn them in daily to the Battalion Armorer at the pistol range. A NAVMC 10520 form and ID card will be required.

f. All Marines assigned to Pistol Range details will report to the school range OIC, WTBn by 0615 on the date indicated for pistol issue, a safety lecture, and range procedures briefing. Any Marine not attending the safety lecture and range procedures briefing will be dropped from the pistol detail.

g. All weapons will be cleaned following the end of the range detail or the end of the Marine Battle Skills Training (MBST) week. Weapons will be inspected by the Battalion Ordnance Officer or his direct representative prior to turn-in.

h. Per reference (b), SNCOs and officers are authorized to transport weapons by POV to Weapons Training Battalion only if they have an authorization letter from their company commander.

i. Assignments

(1) Quotas for each detail will be assigned to companies based on their requalification requirements. Once quotas are filled, the roster of personnel assigned to specific details will not be changed unless approved by the S-3 Officer.

(2) Marines assigned to a range detail will be relieved of all regular duties and will be under the operational control of the CO, Headquarters and Service Battalion (HQSVCBn) (S-3).

(3) Assignment of Marines to a range detail will be accomplished by utilizing the Battalion database. This will be done by choosing the appropriate detail in the KD or PD detail column. Database entries must be made no later than one week prior to start of rifle detail.

(4) Marines who become sick or injured will muster with the range liaison NCO at 0545 outside the Battalion Armory prior to going to sick call. Marines who miss the 0545 muster due to sickness or injury will report to the HQSVCBn Area Officer of the Day (AOD) for accountability before going to sick call.

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(5) Marines will not go to the rifle range if they miss morning muster.

j. Rifle/Pistol. All personnel assigned to a range detail will follow the procedure below:

(1) During the times and dates specified by the S-3 in the Warning Order, report to the Battalion Armory located in the basement of building 2006 for weapons issue.

(2) Ensure that the Weapons Custody Receipt (NAVMC 10520) is signed by the individual's company commander/executive officer prior to range week.

(3) All personnel assigned to a rifle range detail will draw up their weapons and turn their weapon in to the Battalion Armory daily. No delay in weapons turn-in is authorized.

(4) The Battalion Armory will be opened at 0500 on each day of a range detail to issue weapons. A NAVMC 10520 form signed by the individual's company commander/executive officer, will be required for daily drawing of an individual's weapon.

(5) Pistols will be transported to and from the range each day by the Battalion Armorer. All personnel assigned to a pistol detail will draw their weapons and turn them in daily to the Battalion Armorer at the pistol range. A NAVMC 10520 form will be required.

(6) All weapons will be cleaned following the end of the range detail or the end of the Marine Battle Skills Training (MBST) week. Weapons will be inspected by the Battalion Ordnance Officer or his/her direct representative prior to turn-in.

(7) Per reference (b), SNCOs and officers are authorized to transport weapons by POV to Weapons Training Battalion only if they have an authorization letter from their company commander.

k. Rifle/Pistol Proficiency Enhancement Training (PET)

(1) Gear list required for requalification at the rifle range:

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(a) Cartridge belt with load bearing vest or  
H-harness

(b) Six magazines

(c) Two magazines pouches

(2) Gear list required for requalification at the pistol  
range:

(a) Cartridge belt

(b) Holster

(c) Magazine pouch

(d) Two magazines

Gear will be check out under the cognizance of the respective  
company.

(3) All 782 rear will be returned on the date and time  
scheduled for the Marine's company in the warning order. All gear  
will be clean and dry upon turn-in.

l. Uniform. The uniform for all marksmanship training will  
be utilities with appropriate foul weather clothing.

m. Meals. Personnel who are assigned to range details and  
who are not authorized commuted rations will be provided meals per  
the schedule below:

(1) Breakfast. Breakfast is available at Battalion Armory  
at 0530 each morning of the range detail for those personnel who  
are not authorized commuted rations.

(2) Lunch. Lunch will be delivered to the range for  
personnel who are not authorized commuted rations.

n. Action

(1) Directors, separate division/section heads, and OICs  
are requested to:

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(a) Schedule all assigned personnel required to qualify or requalify once range detail dates are published.

(b) Ensure personnel assigned to a detail are made available.

(c) Schedule newly joined personnel as appropriate.

(d) Ensure personnel assigned to details are familiar with the contents of this Order.

(2) S-3 Officer

(a) Exercise overall supervision of the marksmanship-training program.

(b) Conduct liaison with Weapons Training Battalion.

(c) Publish KD/PD Warning Order for each detail.

(3) S-4 Officer

(a) Provide sufficient transportation for all sergeants and below assigned to the rifle range details.

(b) Arrange for meals as required to coincide with the rifle range schedule.

(c) Arrange for the limited technical inspection of weapons for those Marines assigned to the range.

(d) Provide and deliver a noon meal for all Marines on the range detail not authorized to receive commuted rations.

(e) Arrange for the opening and closing of the Battalion Armory to coincide with the schedule set forth for the rifle range details.

(f) Provide all 782 gear required for personnel assigned to any range detail.

(4) Company Commanders

(a) Ensure rosters are submitted to S-3 no later than 1300 the Friday prior to the day training commences.

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(b) Investigate and take appropriate administrative and/or disciplinary action in cases where Marines assigned to range details fail to comply with this Order.

(c) No later than 15 October of each year, provide a roster to the appropriate directors, division heads, OICs etc. of all Marines who failed to qualify with their T/O weapon during the past year.

o. Provide SNCO/officer verifies as directed in the warning Order.

5. Command and Signal. This Order is effective the date signed.

R. BARRY CRONIN

DISTRIBUTION: A